



UBI

OWNER
NAME

VEHICLE TRANSPORT/DISPOSAL BRANCH SITE ADDENDUM

(To register a branch site of a **Registered Tow Truck Operator** or **Motor Vehicle Wrecker**)

INSTRUCTIONS FOR COMPLETING THIS FORM

- This form is **only** for businesses that have already licensed, or applied for a principal business location and are now registering an additional (branch) site related to that principal location.
- This addendum must accompany a *Master Application*.
- Please print or type, using dark ink.
- For questions about submitting this form call (360) 664-1414. For licensing and regulatory questions call (360) 664-6466.

Registered Tow Truck Operator Branch Site

- Write "Tow Truck Branch Site" in Section 2 on the front page of the *Master Application* form (there is no fee for this license). Complete all applicable sections of the *Master Application* form putting the address of the **new branch location** in Section 3b.
- Complete Section 1 on this form, identifying the principal business location to which the branch site relates **AND** enter the *physical* address of the Branch site (the same address you entered for the physical location in section 3b of the *Master Application*). This is important in order to identify the purpose of this form to the local approval authorities which sign the certifications on the back of this form. This section must be completed before you contact local approving authorities.
- Have the local zoning office and the Washington State Patrol complete their portions of Section 2 of this form.
- Attach this form to the *Master Application* and submit with the Master Application fee.

Motor Vehicle Wrecker Branch Site

- Write "Motor Vehicle Wrecker Branch Site" in Section 2 on the front page of the *Master Application* form (there is no fee for this license). Complete all applicable sections of the *Master Application* form putting the address of the **new branch location** in Section 3b.
- Complete Section 1 on this form, identifying the principal business location to which the branch site relates **AND** enter the *physical* address of the Branch site (the same address you entered for the physical location in section 3b of the *Master Application*). This is important in order to identify the purpose of this form to the local approval authorities which sign the certifications on the back of this form. This section must be completed before you contact local approving authorities.
- Complete Section 3 on this form, listing vehicles you will use at this site which are in addition to any wrecker vehicles you have already registered. Each vehicle listed will be issued a set of wrecker license plates. The fee for license plates is \$3 each.
- Calculate the total amount due for wrecker license plates and write "Wrecker Plates" along with the amount due, in section 2, on the front page of the *Master Application*.
- Complete and attach the State Environmental Policy Act (SEPA) checklist for review by the local zoning office.
- Have the local zoning office and the appropriate law enforcement official complete their portions of Section 4 of this addendum.
- Attach this form and the SEPA checklist to the *Master Application* and submit with the appropriate fees.

1 PRINCIPAL & BRANCH LOCATION IDENTIFICATION (All applicants)

Principal Location: Enter the information for the existing **Principal** location to which the new branch site is connected.

- Unified Business Identifier (UBI), Business ID, and Location ID** from the Master License. *Example: 602-123-456 001 0001*

_____-_____-_____
Unified Business Identifier No. Business ID Location ID

- Firm Name:** _____

- Physical Address:** _____
Street Address or Rural Route Only (no PO Box)

City County State Zip Code

WA

State

Zip Code

Branch Site: Enter the physical address of the new **Branch** site you wish to register on this application.

- Physical Address:** _____
Street Address or Rural Route Only (no PO Box)

City County State Zip Code

WA

State

Zip Code

2 REGISTERED TOW TRUCK OPERATOR BRANCH SITE LOCAL APPROVALS

The approvals certified in this section are for the branch business site identified in Section 1 on the front of this form.

Note: Your signature on the Master Application certifies that this branch site has the same business name as the principal location, and is covered by the principal location bond and insurance.

You must obtain the following signatures:

Local Zoning & Land Use Approval

I HEREBY CERTIFY that this branch site, located at _____ is in compliance with all applicable land use ordinances.

street address

city

SIGNATURE OF LOCAL ZONING OFFICIAL

TITLE OF ZONING OFFICIAL

DATE OF SIGNATURE

Washington State Patrol Inspection Approval

I HEREBY CERTIFY that this additional, secure storage area, located at _____ meets all requirements of RCW 46.55 and WAC 308-61.

street address

city

SIGNATURE OF INSPECTING OFFICER

TITLE OF INSPECTING OFFICER

DATE OF SIGNATURE

3 MOTOR VEHICLE WRECKER BRANCH SITE DESCRIPTION OF VEHICLES USED AT THE SITE

MAKE	MODEL	YEAR	VEHICLE ID NUMBER (VIN)

4 MOTOR VEHICLE WRECKER BRANCH SITE LOCAL APPROVALS

The approvals certified in this section are for the branch business site identified in Section 1 on the front of this form.

You must obtain the following signatures:

Local Zoning & Land Use Approval

I HEREBY CERTIFY that pursuant to RCW 43.21C, state environmental policy and WAC 197-11-305, the environmental impact from this proposal appears insignificant (a completed State Environmental Policy Act (SEPA) checklist must be attached).

SIGNATURE OF LOCAL ZONING OFFICIAL

TITLE OF ZONING OFFICIAL

DATE OF SIGNATURE

Inspecting Officer Approval

I HEREBY CERTIFY that the applicant has an established place of business as defined by RCW 46.80.010 at the address shown. The applicant has displayed the business name, city in which the established place of business is located, and the current business telephone number on all vehicles equipped for lifting or transporting vehicles or hulks which are operated on the highways of this state. Such information has been painted on or permanently affixed to both sides of the vehicles in letters or numerals at least three inches high.

Application requires approval of the Chief of Police if the business address is within the city limits of a city of over 5,000 population. Otherwise, approval of the Washington State Patrol is required.

SIGNATURE OF INSPECTING OFFICER

TITLE OF INSPECTING OFFICER

DATE OF SIGNATURE